

UNAMIR

MISCELLANEOUS

28 OCT 1995 - 10 FEB 1996

UNCLASSIFIED

EL/WG APR 2009

PLEASE RETAIN
ORIGINAL ORDER

UNARCHIVES

SERIES S-1120

BOX 34

FILE 2

ACC. 1998/0278

[REDACTED]

To : All UNAMIR Military and Civilian pers

From : Force Signal Officer

File : 101/Ind Sigs/Comm

Date : 03 Feb 96

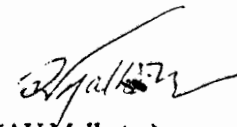
Subject : **REPROGRAMMING OF VHF RADIO**

1. Due to unavoidable circumstances all VHF radio are required to be reprogrammed. The reprogramming schedule is as under :-

Ser No	Date	Assembly Time	Sector	Assembly Loc	Channel	Remarks
a.	05 Feb 96	0900 0945	4	Shagasha Cyangugu	12	
b.	07 Feb 96	0900 0945 1000	5 & 2B	Gisenyi Nyundo Kibuye	10	
c.	08 Feb 96	0930	1	Kibungo	3	
d.	09 Feb 96	1000	3 & 2A	Butare & Gitarama	13 & 18	
e.	12 Feb 96	0900-1600	1	Kigali (Comms Compound)	4, 14 & 21	
f.	14 Feb 96	0900-1600	1	Kigali (Comms Compound)	7, 9, 11, 15 & 22	
g.	16 Feb 96	0900-1600	1	Kigali (Comms Compound)	2, 8 & 16	

2. All users are requested to adhere to the timings to avoid inconvenience to themselves and technicians involved.

3. Best regards.


(AV Malhotra)
Major
Force Signal Officer

Reçu le 10 FEV. 1996



INTEROFFICE MEMORANDUM

Date: 7 February 1996

To: Mr. Thad Anglin
Chief, Communications Officer

From: Wilfrid de Souza
Executive Director

Subject: Request for two hand-held radios

A handwritten signature in dark ink, appearing to read 'W. de Souza', is written over the printed name and title of the sender.

1. I would appreciate it if you could provide Ms. Sissay Tadesse, Secretary to the Political Affairs Officer and Mr. Henda Ismaël, the local staff attached to Protocol Unit, with hand-held radios programmed on Channels 9 and 11.
2. Thank you for your cooperation.



INTEROFFICE MEMORANDUM

Date: 6 February 1996
To: All staff of the Office of the SRSG
From: Wilfrid de Souza
Executive Director,
Acting Chief of Mission
Subject: Portable Radio Communications

A handwritten signature in black ink, appearing to read "W. de Souza", written over the printed name and title of the sender.

1. Recently it has come to my attention that staff in possession of hand-held radios switch their sets off after working hours, or even during working hours.
2. The purpose of holding hand-held radios is to remain available for duty at all times or as a security precaution to determine staff members' location at any given time.
3. I am therefore instructing all staff in OSRSG to ensure that their radios are fully operational and to remain alert for calls 24 hours a day. I will, from now on, conduct periodic checks on radio availability to determine whether these instructions are being heeded.
4. Your strict observance of the above will be appreciated.

cc. Mr. Ischlika



UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

INFORMATION CIRCULAR NO: 006/96

Date: 3 February 1996

To: All UNAMIR Military & Civilian Staff

From: Susan Matthew
Chief Administrative Officer
UNAMIR, Kigali

Subject: Re-programming of all VHF Communications Equipment

In order to comply with requirements of the Government of Rwanda regarding the use of frequencies, we are required to re-programme all VHF communications equipment.

Attached is a schedule for this exercise for the various Sectors, which must be strictly adhered to. Non-compliance could result in the radio equipment being withdrawn from the user.

Your cooperation in successfully completing this operation would be appreciated.

To: Thad Anglin
Chief Communication Officer

From: Curtis Teemull
Radio Technician

Thru: Senior Radio Technician

Date: 1 February 1996

Subject: **Reprogramming of All UNAMIR Radios**

Kindly note that it has become necessary to reprogram all Unamir Radios beginning on Monday 5th February 1996. Following is a schedule and assembly points where Radios will be reprogrammed. Also, all radios will be checked against Stores and Inventory Unit Records before programming.

Monday 5th February 1996

Sector 4: Users of Channel-12;
Assembly point for reprogramming: Shagasha at 09:00.
Assembly point for reprogramming: Cyangugu at 09:45.

Wednesday 7th February 1996

Sector 5 & 2B: Users of Channel-10;
Assembly point for reprogramming: Gisenyi at 09:00.
Assembly point for reprogramming: Nyundo at 09:45.
Assembly point for reprogramming: Kibuye at 10:00.

Thursday 8th February 1996

Kibungo (Sector 1): Users of Channel-3
Assembly point for reprogramming: Kibungo at 09:00.

Friday 9th February 1996

Sector 3 & 2A: Users of Channel-18 and Channel-13;
Assembly point for reprogramming: Butare and Gitarama respectively at 10:00.

Monday 12th February 1996

Kigali (Sector-1): Users of Channels 4, 14 & 21.
Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Wednesday 14th February 1996

Kigali (Sector-1): Users of Channels 11, 15, 22, 9 & 7.

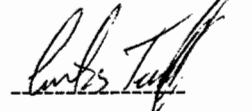
Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Friday 16th February 1996

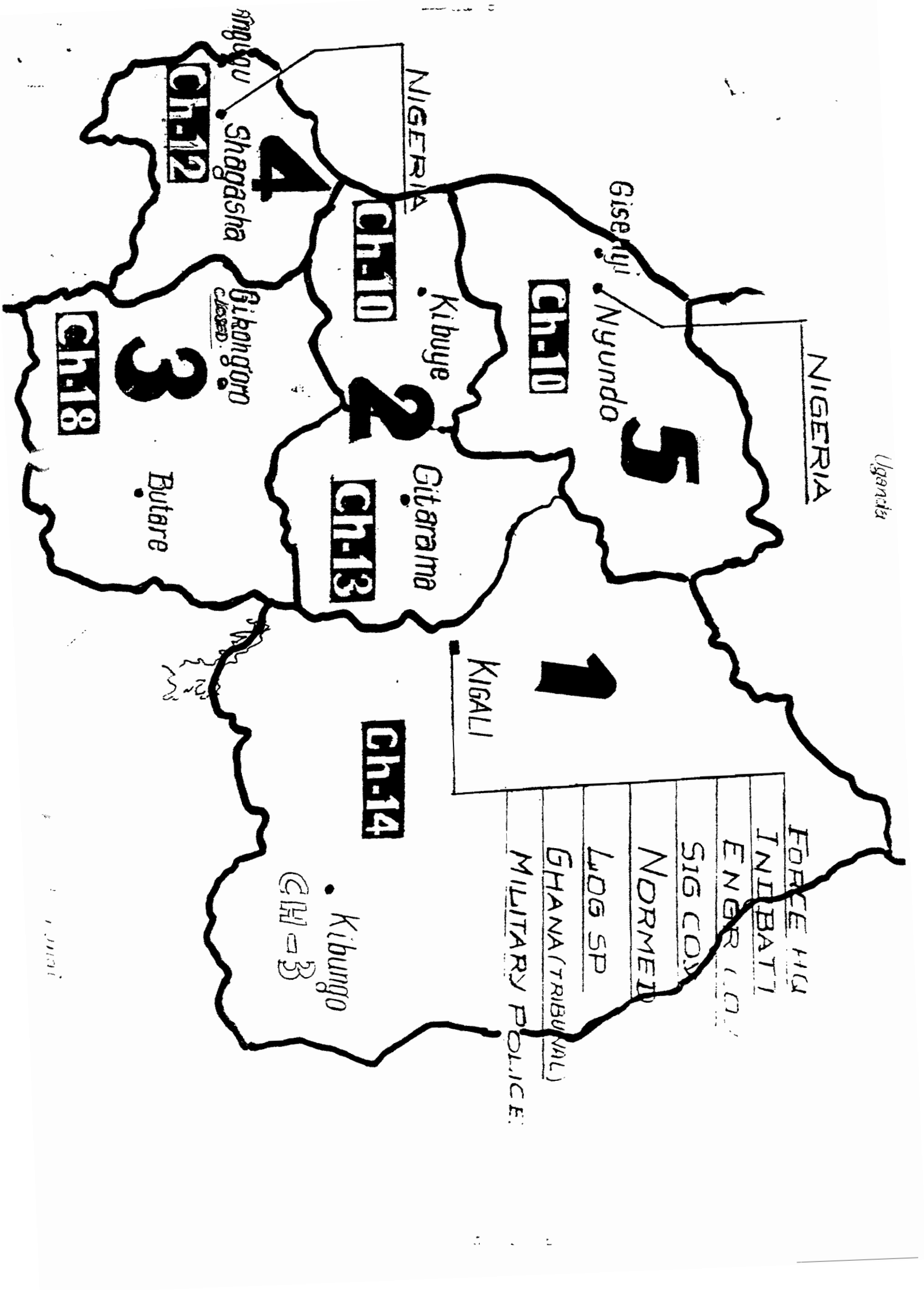
Kigali (Sector-1): Users of Channels 8, 16 & 2.

Assembly point for reprogramming: Comms Compound - All radios must be cleared by Stores and Inventory Unit before programming.

Best Regards




Curtis Temull



INTER-OFFICE MEMORANDUM

Date: 19 December 1995
Ref: COMMS/11.15

To: All UNAMIR Civilian & Military Personnel

From: Thad Anglin
CCO 

Subject: Absence from the Mission Area

Please be advised that during my absence from the mission area from 21 December 1995 to 15 January 1996, the following communications staff will oversee all operational and administrative matters:

21/12/95 - 29/12/95 - Mr. Richard Gregoire
30/12/95 - 15/01/96 - Mr. Lindbergh Reynolds

I take this opportunity to extend to all of you my very best wishes for Christmas and the New Year.

CALL SIGNS - OFFICE OF THE SRSG

KHAN	PA	
DE SOUZA	PA.1	
RETTA	PA.9	
KIRU	PA.10	
BUO	PA.4	
CONDE	PA.12	
DESSANDE	PA.3	
DIALLO	PA.7	
DAO	PA.6	
BENAMADI	PA.13	
KIFLE	PA.19	
OUAZANY	PA.16	
RAFII	PA.8	
DIARRA	PA.17	
RIVERO	PA.5	
SCHACHT	PA.18	
TICOKA	PA.11	
URASA	PA.15	
J. KHAN	PA.20	
ZORRILLA	PA.22	
JABBAR	PA.21	
GILL	SIERRA OSCAR 9	(SRSG's Body Guard)
SUNDAY	DELTA CHARLIE	(chauffeur SRSG)
EVARISTE	DELTA CHARLIE 1	(" ED)
JACKSON	DELTA CHARLIE 2	(" BUO)
SAID	DELTA CHARLIE 3	(" SPOKESMAN)
FRANCOIS	DELTA CHARLIE 4	(" PROTOCOLE)

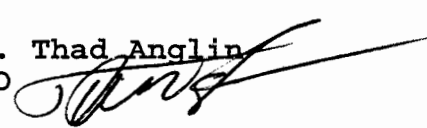
21 October 1995

Approved
21.10.95
WS

INTER-OFFICE MEMORANDUM

Date: 20 September 1995
Ref: COMMS/9.36

To: All Military & Civilian Staff

From: Mr. Thad Anglin
CCO 

Subject: New Operating Hours - COMCEN

Please note that commencing Monday 18 September 1995 the hours of operation for the Communications Centre (COMCEN) are as follows:

Monday to Friday0730 hrs to 2000 hrs.
Saturday0730 hrs to 1300 hrs.
Sundayclosed for business

The Orderly Room at the Amahoro HQ may be utilized to send faxes to New York Headquarters after hours.

For coded or confidential material, please contact the Operations Duty Officer who will advise the Standby Duty Operator for transmission.

Finance



UNAMIR - MINUAR

TO: Chief of Finance Office

Date: 5 February 1996

FROM: Javed N.A. Khan
SRSG's Prison Team

Subject: "Payment to the Enterprise A.M.K."

1. This is to confirm that Mr. Kimonyo Jean, the contractor for the supply of wooden pallets to the Prisons, has delivered the remaining 344 Pallets and 200 plywood platforms at the Onatracom Premises. The plywood sheets have also been hammered and fixed on the wooden frames.

2. It is requested that the outstanding dues may be cleared accordingly.



Secretariat

Nairobi Distribution
1 copy per staff member

ST/SGB/278
14 September 1995

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: THE FINANCIAL SITUATION OF THE ORGANIZATION

1. Through this bulletin I wish to inform all staff members of the serious financial situation facing the Organization and of the related measures I have decided to put into effect.
2. In June, when I addressed the High-level Open-ended Working Group on the Financial Situation of the United Nations, I informed the members of the working Group that unpaid assessed contributions to the Organization amounted to \$2.8 billion as at 31 May. At 31 August 1995, total outstanding contributions had risen to more than \$3.7 billion. The current cash shortage is particularly acute with respect to the United Nations regular budget, for which almost \$850 million, or some 40 per cent of the total assessed at the beginning of 1995, remains unpaid.
3. The high level of the cash shortfall is unprecedented. After utilizing all other available reserves, regular budget cash was completely depleted in mid-August. Since that time and to date, we have had to borrow a total of \$98 million from peace-keeping operations to cover regular budget expenditures. Unless significant contributions are received from those Member States with outstanding contributions, it will be necessary to borrow almost \$200 million from peace-keeping operations by the end of October, and nearly \$300 million by the end of November.
4. We have been able to borrow from peace-keeping operations only because we have postponed long-overdue reimbursements to about 80 troop-contributing countries as well as the payment of Letters of Assist to Governments. If the current situation continues, the Organization will owe troop-contributing countries more than \$1.2 billion by the end of the year. This will place peace-keeping operations in great jeopardy.

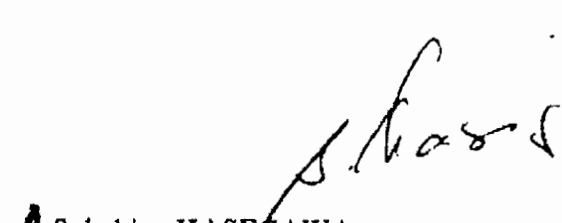
General
Service

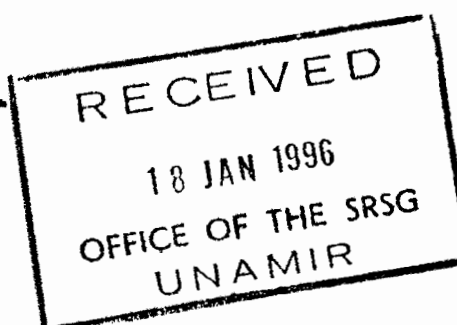
MEDICAL

Ishami ry'Umuryango w'Abibumbye nharanira Amajyambere

A: Tous les chefs d'Agences
Experts et Fonctionnaires
du Système des Nations
Unies au Rwanda

PER/262
Kigali, le 15.01.1996
Réf. : 015/96

De:  Sukehiro HASEGAWA
Coordinateur Résident des Activités
Opérationnelles du Système
des Nations Unies et Représentant
Résident du PNUD Kigali



Objet: Ouverture du Dispensaire des Nations Unies à Kigali

J'ai le plaisir de porter à votre connaissance que le Dispensaire des Nations Unies à Kigali est opérationnel à dater du 10 janvier 1996 sous la responsabilité du Docteur TSHOMBA HONDO BIN SALUM. Il est assisté d'une infirmière, Mme Agnès MUKANYAMPETA FALL.

Le dispensaire est accessible du lundi au vendredi aux heures de bureau. Le numéro d'appel, en dehors de ces heures sera communiqué ultérieurement.

Seuls les fonctionnaires et leurs dépendants reconnus par le système des Nations-Unies, à savoir conjoint et enfants peuvent bénéficier des services du dispensaire.

Je vous remercie de votre coopération.

Reçu le 18 JAN. 1996

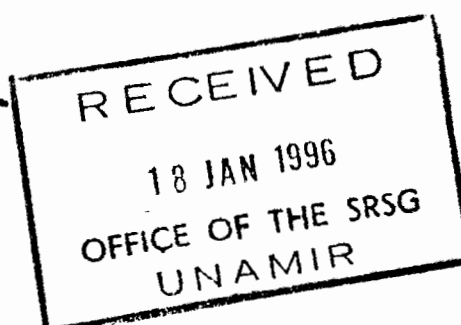


Ishami ry'Umuryango w'Abibumbye riharanira Amajyambere

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Je vous remercie de votre coopération.

Reçu le 18 JAN. 1996



Personnel

Protocol



INFORMATION CIRCULAR NO. 001/96

DATE: 4 January 1996

TO: All Military and Civilian International Staff
UNAMIR

FROM: William Clive, Officer-In-Charge
Administration

A handwritten signature in dark ink, appearing to be "W. Clive", written over the printed name of the Officer-In-Charge.

SUBJECT: VISAS

Please be advised that with effect from 4 January 1996, all visa applications and information relating thereto, will be handled by the Protocol Section, UNAMIR.

This Section can be reached on extension 11071/2, Room 4072, Amahoro Headquarters.

UNITED NATIONS
ASSISTANCE MISSION IN RWANDA

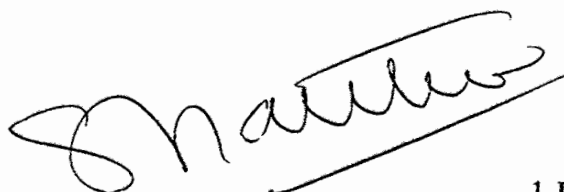
NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

ADMINISTRATIVE INSTRUCTION No. 030/95

To: All Civilian Staff

From: Susan Matthew
Chief Administrative Officer



1 December 1995

Subject: Extension of United Nations Laissez-Passer (UNLP) and Visa

1. Please be informed that, due to the uncertain situation with regard to the renewal of UNAMIR mandate, I have instructed the Civilian Personnel Section to process for extension any Laissez-Passer, which is due to expire soon to enable the local authorities to extend visas which are valid only up to 8 December 1995, thus allowing those who are travelling during the upcoming holiday season to depart/return to the mission area without difficulty.

2. Therefore, all staff members concerned are invited to contact (a) the Civilian Personnel Section in connection with the renewal of their Laissez-Passers and (b) the Travel Unit with regard to the extension of their Rwandaise visa. Those who will be undertaking official or personal travel are responsible for ensuring that their travel documents are in order, bearing in mind that the processing of visas by the local authorities may take up to two weeks.



COPY

NOTE VERBALE

SRSG/NV/215/95

La Mission des Nations Unies pour l'Assistance au Rwanda (MINUAR) présente ses compliments au Ministère des Affaires Etrangères et de la Coopération Internationale de la République Rwandaise et a l'honneur de porter à sa connaissance ce qui suit :

Une délégation de l'Association Etats-Unis/Nations Unies, composée des personnalités dont la liste est ci-jointe, visitera le Rwanda du 4 au 7 novembre 1995. La délégation arrivera à Kigali le samedi 4 novembre à 07h05 par le vol SABENA 563 en provenance de Bruxelles. Elle espère pouvoir rencontrer un certain nombre de personnalités rwandaises, notamment les Ministres des Affaires Etrangères et de la Coopération Internationale, de la Justice, de la Réhabilitation et de la Réintégration Sociale, du Plan, de l'Enseignement Supérieur, de la Recherche et de la Culture, et de l'Information.

Aussi la MINUAR serait-elle reconnaissante au Ministère de bien vouloir l'aider à obtenir ces audiences. Elle apprécierait également toute suggestion que le Ministère voudra bien faire en ce qui concerne une visite éventuelle à l'intérieur du pays et les dispositions qu'il prendra à cette fin.

La Mission des Nations Unies pour l'Assistance au Rwanda remercie le Ministère des Affaires Etrangères et de la Coopération Internationale de la République Rwandaise de son aimable coopération et saisit cette occasion pour lui renouveler les assurances de sa très haute considération.

A handwritten signature in dark ink, appearing to be a stylized 'E' or similar character.

Kigali, le 28 octobre 1995

Ministre des Affaires Etrangères
et de la Coopération Internationale
de la République Rwandaise
Kigali



**UNITED NATIONS ASSOCIATION
OF THE UNITED STATES OF AMERICA**

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1010 Vermont Avenue, NW
Suite 904
Washington,
Tel 202 347-5004
Fax 202 628-5945

UNA-USA 1995 PEACEKEEPING DELEGATION: RWANDA AND ANGOLA

1. Mr. Michael Sonnenfeldt
CEO, Emmes and Company, Inc.
2. Mr. William Rouhana
CEO, Winstar Communications, Inc.
3. Mr. Lowell Blankfort
Owner of a large chain of newspapers on the West Coast
4. Mr. Frances Shattuck
Chairman, International Committee
American Bar Association
5. Mr. Robert White
Demining expert
Booz, Allen & Hamilton Inc.
6. Commander Kevin Donlon
Joint Chiefs of Staff, Pentagon
7. Mr. Preston Niblack
Senior Analyst
Rand Corporation
8. Mr. Ralph L. Cwerman
Vice President, UNA-USA
9. Ms. Sandrine Teyssonneyre
Program Officer, UNA-USA

LE CONSEIL DES MINISTRES
DU 20 JUIN 1995.

Les permis de résidence sont supprimés sur le territoire rwandais. Et les livraisons en cours de ces pièces doivent s'arrêter immédiatement.

Ainsi l'a décidé le Conseil des Ministres qui s'est tenu hier sous la direction du Président de la République, Son Excellence Pasteur BIZIMUNGU.

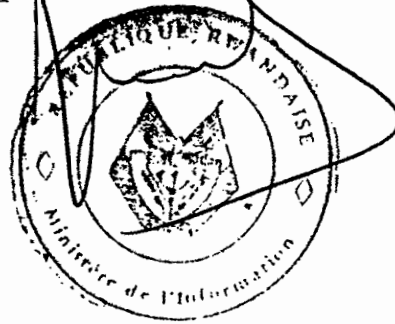
Cette décision est tout à fait conforme à notre loi fondamentale mais aussi elle tient compte des promesses du Ministre de l'Intérieur et du Développement Communal devant le Conseil des Ministres, promesses selon lesquelles les préparatifs pour la distribution de la nouvelle carte d'identité sont très avancées. La nouvelle carte d'identité sera donc disponible endéans un mois, a assuré le Ministre SENDASHONGA.

Comme la journée d'hier était dédiée aux réfugiés africains, le Conseil des Ministres a saisi l'occasion pour réaffirmer son souci de voir tous les réfugiés rwandais regagner leur patrie.

Concernant ceux des réfugiés qui souhaitent nouer des contacts avec le Gouvernement pour avoir des garanties sur leur rapatriement, le Conseil des Ministres a estimé que ces contacts sont possibles pour autant que ces réfugiés ne sont pas impliqués dans le génocide.

Enfin, le Conseil des Ministres a tenu à encourager les visites de certains réfugiés qui viennent se rendre compte de la situation qui prévaut en matière de sécurité afin de convaincre les autres réfugiés à rentrer dans leur pays.

Le Ministre de l'Information
Jean Baptiste NKULIYINGOMA





TO: Sammy Kum Buo
Political Adviser

FROM: Ladan M. Raffi
Political/Legal Officer

LM

DATE: 31 December 1994

SUBJECT: Constitutionality of Orders in Council

Under the Arusha Peace Accords, certain provisions of the Protocol of Agreement on Power-Sharing signed between the former Government of Rwanda and the Rwandese Patriotic Front (RPF) on 30 October 1992 supersede Article 70 of the 10 June 1991 Constitution of the Republic of Rwanda governing the constitutionality of Orders in Council.

Article 72 of this Protocol specifies the following:

The legislative power shall be exercised by way of laws passed by "Deputies" in the Transitional National Assembly as well as by Orders in Council passed by the Broad-Based Transitional Government in cases of emergency or when the Transitional National Assembly is unable to convene.

According to Article 16, "the Government shall...[d]iscuss and adopt Orders in Council, in situations of emergency or when the National Assembly is unable to seat, and transmit them to the President of the Republic for Promulgation."

Under Article 6 of the same Protocol, the President of the Republic and Head of State is given the power to "sanction and promulgate, without any right of veto...Orders in Council adopted in the Cabinet meetings within ten days following the date of receipt of the ruling on their constitutionality. After this period, Orders in Council shall be promulgated by the Prime Minister...." Article 18 of the Protocol states that the Prime Minister can "[b]y way of Orders decided upon during cabinet meetings, implement laws and regulations when he is required to do so."

However, there does not appear to be a relevant clause in the Arusha Peace Agreements to supersede paragraph 2 of Article 70 of the Rwandese Constitution which states that Orders in Council lose all force of law unless they are confirmed by the National Assembly at its next session. Since there is no apparent provision in the Arusha Accords on point regarding the confirmation process of Orders in Council by the National Assembly, it is debatable, in light of the rules of statutory interpretation, whether this legislative mechanism is still legally binding. If not, this procedure is no longer necessary and Orders in Council would continue to have legal effect even in the absence of subsequent confirmation by the National Assembly.

Security



RECEIVED

25 NOV 1995

OFFICE OF THE SRSG
UNAMIR

Ishami ry'Umuryango w'Abibumbye riharanira Amajyambere

ED

15-11-95

21 November, 1995

TO: All UNDP Staff

FROM: Sukehiro Hasegawa
Resident Coordinator and
Deputy Designated Official for
Security in Rwanda

Subject: Security Guidelines for UNDP Office

Please find attached a list of Security Guidelines to better enhance the security in the UNDP Compound and office.

Your cooperation in this matter is appreciated.

✓
c.c. Ambassador S. Khan, SRSG
Designated Official for Security in Rwanda
UNAMIR

Reçu le 27 NOV. 1995



OFFICE PREPLANNING

1. To the extent that the situation in Rwanda warrants, some or all of the following measures should be implemented, where practical:
 - (a) The interior of the office should have a physical barrier such as electromagnetically-operated doors and a close screening of visitors at the reception area.
 - (b) Office personnel should not admit visitors unless positively screened in advance or known from previous visits. If the visitor is not known and/or not expected, he/she should not be admitted until satisfactory identification and a valid reason to be on site is established. If the visitor cannot do so, he/she should be asked to leave the building. In a situation where the possibility of unauthorized occupancy becomes apparent, the entrance door should be locked and access permitted only on the basis of an advance appointment; (All visitors should be issued a Visitor Pass)
 - (c) There should be appropriate arrangements to control the movement of visitors within the premises; i.e. escort visitors
 - (d) All confidential files and other material should be kept under lock and key;
 - (e) Offices of senior staff members should not be directly accessible by the public;

GENERAL OFFICE SECURITY

2. The following guidelines should also be followed in regard to general security in the office:

- (a) Avoid working alone late at night and on days when the remainder of the staff is absent;
- (b) The office door should be locked when you vacate your office for any lengthy period, at night and on weekends. Do not permit office personnel to leave keys to the office in their desks;
- (c) There should be limited access to the offices of senior officials;
- (d) Arrange office interiors so that strange or foreign objects left in the room will be recognized immediately;
- (e) Unescorted visitors, including workmen, should not be allowed admittance without proper identification and authorization;
- (f) Do not allow office personnel to leave confidential papers or travel plans exposed on desk tops;
- (g) Avoid identification by photographs for news release. Maintain a low profile;
- (h) Janitorial and maintenance activities in key offices should be supervised by competent employees; and (all cleaning staff should have appropriate I.D.)
- (i) A fire extinguisher, first-aid kit should be stored in the office area.

3. Administrative assistants/secretaries often have close knowledge of schedules and planned events. They should be instructed to maximize security and follow the precautionary measures listed below:

- (a) Be alert to strangers visiting the office without an appointment;
- (b) Be alert to strangers who loiter near the office;
- (c) Do not reveal the whereabouts of other employees to unknown callers. Even if the caller is known, the information should be on a need-to-know basis. As a standard policy, take a number where

the caller can be contacted. Do not give out residential addresses or telephone numbers;

- (d) When receiving a threatening call, including a bomb or extortion threat, or a call from a mentally disturbed individual, remain calm and listen carefully. There should be a bomb threat/threatening telephone call checklist at every telephone, and this should be filled out as soon as possible;
- (e) Keep travel itineraries confidential. Limit distribution to those who need to know; and
- (f) Always observe caution when opening mail.

4. Thefts will occur in all offices, even during working hours. The following suggestions may help to decrease the chance of theft:

- (a) Do not tempt thieves by leaving valuables or money unsecured;
- (b) If sharing an office or group of offices, stagger lunch hours and coffee breaks so that the office is occupied at all times during working hours;
- (c) If the office must be left vacant, lock the door;
- (d) Arrange desks so that persons entering the office area may be observed;
- (e) Keep valuables and official documents under lock and key;
- (f) Confirm work to be done or property to be removed by maintenance, outside service personnel or vendors; and
- (g) Do not hide keys to office furniture under flower pots, calendars, etc. Thieves know all the hiding places. Do not label keys except by code.
- (h) All staff are required to sign the log book after normal working hours. The log book and office key will be controlled by the KK guard on duty.



INFORMATION CIRCULAR N°. 063/95

DATE: 28 November 1995

TO: All UNAMIR Military, Civilian Police
and Civilian Personnel

FROM: Susan Matthew, CAO

SUBJECT: Security checks

Further to my information circular of 16 November 1995 on Security checks at UNAMIR premises (Amahoro and Trafipro), the following additional security measures will come into immediate effect at Trafipro. The aim of these measures is to further tighten the loose ends in our system.

(a) The water point gate (back gate) will be closed to all in-coming vehicles after 1730 hrs. daily; and only vehicles in the parking lot will be allowed exit. On Saturdays the gate will be closed at 1330 hrs. and will remain closed on Sundays.

(b) The main gate will be the only entry point to all vehicles after the closure of the water point gate.

(c) All visitors to local staff members will be met by the individual staff members outside the gates;

(d) All staff members working late will be required to sign out, as well as signing in and out on late entry, and on weekends;

(e) Staff members are advised to properly close their offices at close of duty, and that if any office is left open, the staff member may be obliged to reimburse the UN for any loss of goods and/or equipment from the office in question; They are further advised to leave the lights on in their offices at night.

(f) The back entrance to the two main office buildings will be closed at the close of duty, and entry will only be through the main entrances.

Your understanding and cooperation in the event of any inconvenience caused by these measures will be highly appreciated.

UNITED NATIONS

ASSISTANCE MISSION IN RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR-MINUAR

ADMINISTRATIVE INSTRUCTION NO. 011/95 - Amdt. 1

18 December 1995

TO: All UNAMIR Personnel
Civilian, Civilian Police, Military, and Milobs

FROM: Susan Matthew
Chief Administrative Officer

SUBJECT: Security of UNAMIR Vehicles

Further to the previous Administrative Instructions issued on this subject, please be advised that effective 1 January 1996, all personnel to whom UNAMIR vehicles are assigned will be required to park their vehicles in the compound of the Amahoro Hotel, in the parking area of premises where UNAMIR provides security such as the Belgian Village, Trafipro or in areas where security is provided by the establishment such as the Meridien, in the absence of their being able to provide secure overnight parking at their residences. For those in a position to provide secure parking at their residence, a statement to this effect should be sent to the CITMM with copy of the Chief of Security and Safety Unit, attesting to and describing such an arrangement. These parking areas must be utilized during the hours from the cessation of official duties in the evening (including a reasonable time for shopping and meals) to resumption of duties on the following morning.

Owing to the prevailing security situation in Rwanda all UNAMIR vehicles must be parked by 23:00 hours, except when exigencies of work or operational needs require that a vehicle be driven beyond that hour.

Under no circumstances should UNAMIR vehicles be parked unattended, on streets or outside discos or nightclubs during the hours of darkness or for prolonged periods during daytime, unless securely guarded. Loss of or damage to UNAMIR vehicles, while parked unattended in areas other than those outlined in paragraph 1 above will be regarded as being the direct responsibility of the driver or custodian of the vehicle, who will be requested to make financial restitution to the United Nations for such loss or damage.

When leaving the car unattended the driver must ensure that all doors, windows and trunk lids are securely locked. During overnight parking, the vehicle must be parked in a safe place such as a garage, or in a well lighted guarded area. Overnight parking at the airport will under no circumstances be permitted. The keys should never be left in an unattended vehicle.

All incidents of theft from/or damage to UNAMIR vehicles must be reported immediately to the Military Police, Security Office and Transport Section.

In instances where staff to whom vehicles are assigned depart the immediate area of their assignment, their vehicles must be handed over with their keys to their immediate successor within the same section, should he/she not already have a vehicle. In the event that this is not necessary, the vehicle with its keys should be delivered to the CITMM. This will allow an opportunity for maintenance and utilization of the vehicle as may be deemed necessary.

Failure to observe the foregoing simple requirements, resulting from which vehicles are damaged or from which items are stolen, may cause the personnel to whom the vehicles were assigned, to have to make financial restitution to the United Nations, should subsequent Survey Board actions result in the determination that they have been negligent.

Your strict adherence to this Administrative Instruction will be much appreciated.

TRAVEL

Morning
Prayer

PRAYER TIME AND IMSAK (STOP EATING)

DURING THE MONTH OF RAMADAN

DATE	MONTH	RAMADAN	FAJR	DOHR	ASR	MAGREB	ISHA	IMSAK
SUN	JAN 21	1	4.45	12.13	3.36	6.20	7.31	4.25
MON	JAN 22	2	4.45	12.13	3.36	6.20	7.31	4.25
TUE	JAN 23	3	4.45	12.13	3.36	6.20	7.31	4.25
WED	JAN 24	4	4.46	12.14	3.37	6.21	7.31	4.26
THUR	JAN 25	5	4.46	12.14	3.37	6.21	7.32	4.26
FRID	JAN 26	6	4.47	12.14	3.37	6.21	7.32	4.27
SAT	JAN 27	7	4.47	12.14	3.37	6.21	7.32	4.27
SUN	JAN 28	8	4.47	12.14	3.37	6.21	7.32	4.27
MON	JAN 29	9	4.48	12.15	3.36	6.21	7.32	4.28
TUE	JAN 30	10	4.48	12.15	3.36	6.22	7.32	4.28
WED	JAN 31	11	4.48	12.15	3.36	6.22	7.32	4.28
THUR	FEB 1	12	4.49	12.15	3.36	6.22	7.32	4.29
FRID	FEB 2	13	4.49	12.15	3.36	6.22	7.32	4.29
SAT	FEB 3	14	4.49	12.15	3.36	6.22	7.31	4.29
SUN	FEB 4	15	4.50	12.15	3.36	6.22	7.31	4.30
MON	FEB 5	16	4.50	12.15	3.35	6.22	7.31	4.30
TUE	FEB 6	17	4.50	12.16	3.35	6.22	7.31	4.30
WED	FEB 7	18	4.51	12.16	3.35	6.22	7.31	4.31
THUR	FEB 8	19	4.51	12.16	3.35	6.22	7.31	4.31
FRID	FEB 9	20	4.51	12.16	3.34	6.22	7.31	4.31
SAT	FEB 10	21	4.51	12.16	3.34	6.22	7.31	4.31
SUN	FEB 11	22	4.52	12.16	3.34	6.22	7.31	4.31
MON	FEB 12	23	4.52	12.16	3.34	6.22	7.30	4.32
TUE	FEB 13	24	4.52	12.16	3.33	6.22	7.30	4.32
WED	FEB 14	25	4.52	12.16	3.32	6.22	7.30	4.32
THUR	FEB 15	26	4.52	12.16	3.32	6.21	7.30	4.32
FRID	FEB 16	27	4.52	12.16	3.32	6.21	7.30	4.32
SAT	FEB 17	28	4.52	12.16	3.31	6.21	7.29	4.32
SUN	FEB 18	29	4.53	12.15	3.31	6.21	7.29	4.32
MON	FEB 19	30	4.53	12.15	3.30	6.21	7.29	4.33

EED PRAYER WILL TAKE PLACE AT 6.33 AM
I WISH YOU A HAPPY EED

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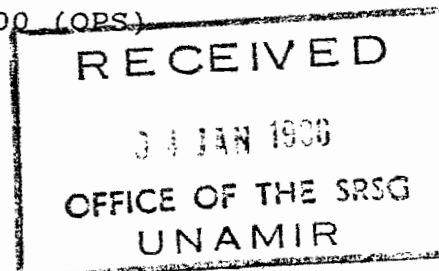
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**EED PRAYER WILL TAKE PLACE AT 6.33 AM
I WISH YOU A HAPPY EED**

FROM : DCOS OPS *mt*

3000 (OPS)

TO : G3 OPS
G3 PLANS
G3 AIR
G2
G3 ENGRS
FSO
FMO
A/DCOS SP
G4 LOG
SO ADMIN
FPM
INDBATT
95 CMSG
CMO
HAC



INFO : OFFICE OF THE SRSG
A/FC
UNREO REP
UNHCR REP
RADIO UNAMIR

DATE : 03 JAN 96

SUBJECT : ATTENDANCE AT MORNING PRAYERS

*NOTE: Drafto always
attends. I've
been away as
you know.
Jen
4-1-96*

1. Lately, it has been noticed that personnel required to attend the daily morning prayers, are not doing so. Further, participants are also noticed to be coming late for the prayers.

2 It should be appreciated that the morning prayers is the only forum where the civil and mil components of UNAMIR get together and coord the day's activities. It is thus an important meeting and its importance must not be lost sight of.

3. In view of the above, it is requested that all personnel attend the morning prayers regularly and are on time.

4. For info and necessary action.

*Spokesman is always there.
Izol & JNK shall attend.
regularly. I go in once a
week. when I am
not in min (I) I can
replace. Jen.*

Izol

Miscellaneous

BAMAKO, 1e 4 MARS 1996

MESSAGE FAX
=====UNAMIR
1996 MAR -4 P 5:58


TO: S.E.M. DE SOUZA ✓
EXECUTIVE DIRECTOR
UNAMIR
KIGALI (RWANDA)
FAX: 1 (212) 963.30.90

FROM: COLONEL CHEICK OUMAR DIARRA
FORMER UNAMIR CIVPOL COMMISSIONER
S/C MADAME DIARRA
SONATAM
BAMAKO (MALI)
FAX: (223) 22.23.72

OBJET: RTEMERCIEMENTS.

1. DE RETOUR DANS MA FAMILLE DEPUIS LE 24 FEVRIER 1996, VOUS ADRESSE MES SINCERES REMERCIEMENTS A VOUS AINSI QU'A TOUS NOS COLLEGUES.
2. VOUS ADRESSE MES VOEUX SINCERES POUR UNE POURSUITE HEUREUSE DE LA MISSION ET UNE BONNE FIN.
3. TRES RESPECTUEUSEMENT.

COLONEL DIARRA





INFORMATION CIRCULAR No. 012/96

26 February 1996

TO: All International Civilian
and Military Personnel

FROM: Susan Matthew
Chief Administrative officer

A handwritten signature in cursive script, appearing to read "Matthew", with a horizontal line underneath.

SUBJECT: Relocation of FS Transport Workshop

The FS Transport Workshop will be relocated at the Traffipro Compound from 27 February 1996.

Tyre repair work and car washing will only be carried out at the Brown and Root Iveco Workshop.

Kindly note that longer delays will be experienced with regard to maintenance and repair work due to the limitations of the new workshop facility.

The cooperation of all concerned will be appreciated.

Handwritten notes:
8/2/96
(P. 1/1)

MGT/CSL

Are

Pleased to Announce

**The Commencement of
Mini Lunch at UNAMIR Head Quarters
Mini Lunch**



**is now available at
Trafic Pro & UNAMIR H.Q. Cafeteria**

The Belgian Village Restaurant
**is Now open
for A la Carte Lunch & Dinner**

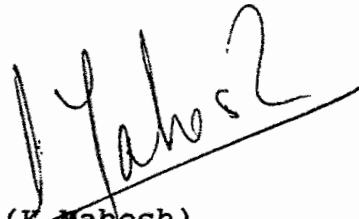


Look Forward to your visit

FROM : CAMP COMMANDANT
TO : ALL CIVILIAN AND MILITARY PERSONNEL;
AMAHORO COMPLEX
DATE : 15 JAN 96

INVENTORY OF FURNITURE:AMAHORO COMPLEX

1. As you are aware due to the drawdown of UNAMIR, there have been a lot of changes in the appointments held by various personnel. This has resulted in the shifting of offices on a large scale. A need therefore arises to inventory the furniture afresh to regularise the loss/misplacing of the same.
2. You are therefore requested to forward to this office at the earliest a list of the furniture present in your room. Also indicate whether the furniture belongs to the Amahoro hotel or has been drawn by you. Please do add your expected date of departure from the mission.
3. Expecting your fullest cooperation as always. Regards.


(K Mahesh)
Capt
Camp Commandant

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA



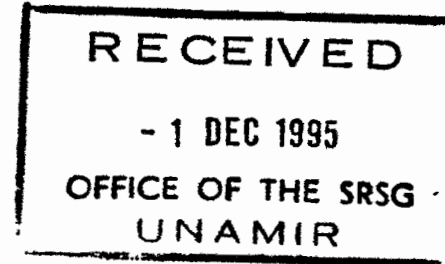
NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO: Distribution List A,B,D and E

FROM: Lt Col I. Abubakar
CMPO

THROUGH: Col W.J. Fletcher
DCOS Sp



SUBJECT: FAREWELL DINNER TO MGEN CG TOUSIGNANT:
UNAMIR FORCE COMMANDER

There will be an official farewell dinner party at 7.30 pm on Thursday 14 December 1995 at Chez Lando Hotel to bid farewell to MGen CG Tousignant, FC before his final departure from the mission.

All staff officers on duty are requested to attend the dinner. All UNAMIR civilian members desirous of attending the dinner are requested to give their names to Maj Bill Sundman G3 (Air) {X- 11148} along with the contributory amount of USD 20.00 each (to cover food USD 12.00, drinks USD 3.00 and gift for the FC USD 5.00). SO Admin is requested to provide the names of all staff officers who will be present on 14 Dec 95 to the G3 (Air).

The tentative schedule for the dinner party is as follows:

7.30pm	- 8.15 pm:	Drinks (at Little Hut/Downstairs)
8.30pm	- 1000 pm:	Dinner (at Chinese Restaurant/Upstairs)
1000pm	- 1015 pm:	Speech & Presentations

Dinner will be buffet with free seating except for the guest table.

The following facilities are also requested for the duration of the party:

- a. Jazz Band (to be placed downstairs) - Ghanaian Band.
- b. Security: Perimeter Patrol (2X6) - INDBATT.
- c. Traffic Control and Parking - MP Coy.

All staff members are requested to cooperate and submit their names and USD 20.00 per head not later than 08 Dec to Maj Bill Sundman G3 (Air) at Amahoro Room No 1024 to enable him to organise the event.

Thank you for your cooperation.